

17 June 2014

Attn: Public Records Custodian, Brandi Cordova
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
Phone: (505) 747-2129
Fax: (505) 747-2170
Via Email: bcordova@nnmc.edu

Mrs. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would like to request the following public records pertaining to the Northern New Mexico College American Indian Center 1 January 2009 to 30 June 2014.

- All records, logs, email communications, correspondence (etc.) by American Indian Center Director, staff, employees, interns, consultants, and/or contractors.
- All records, logs, email communications, correspondence (etc.), and/or other interactions between the American Indian Center and Northern New Mexico College Human Resources, Northern New Mexico College employees, Northern New Mexico College Office of Institutional Advancement, faculty and staff, Northern New Mexico College counsel (retained and contracted), and any and other designees and external parties.
- All records, logs, email communications, correspondence (etc.), of Compliance, Data Collection, Analysis and Reporting data including: collaborations with Human Resources and other Northern New Mexico College staff to collect and analyze data that provide information useful to support and enhance equity, diversity and inclusion initiatives for “American Indian” faculty, staff and students.
- All records, logs, email communications, correspondence (etc.), by the American Indian Center of leadership and oversight ensuring compliance with the institutions’ federal, state and local compliance obligations.
- All internal and external planning and reports generated by and for the American Indian Center.
- All records, logs, email communications, correspondence (etc.), by the American Indian Center of applicant tracking capabilities and all activities that enable collection, analysis and dissemination of data that contribute to the improvement of recruitment, retention, and selection processes.
- All records, logs, email communications, correspondence (etc.), of recommended policy and procedural changes generated by the American Indian Center.
- All records, logs, email communications, correspondence (etc.), of recommended policy and procedural changes submitted to the American Indian Center.
- All records, logs, email communications, correspondence (etc.), of expenses and expense reports generated by the American Indian Center.
- All records, logs, email communications, correspondence (etc.), of on and off campus programming by and for the American Indian Center.

- All records, logs, email communications, correspondence (etc.), of curricular and/pedagogical development by and for the American Indian Center.
- All records, logs, email communications, correspondence (etc.), of professional development training(s) completed by officers of the American Indian Center.

I request the following public record(s) provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf ; .jpeg etc.) by email. Should these formats be unavailable, I request “reasonable facilities to make or furnish copies of the public records during usual business hours.” As you are aware the Northern New Mexico College Public Records Custodian has fifteen days to comply with this request.

I appreciate your office’s attention to this request. Please feel free to contact me with any questions.

Thank you,

Annette M. Rodríguez
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505-573-1158